



# REPORT TO COUNCIL

## City of Sacramento

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915 I Street, Sacramento, CA 95814-2671  
www.CityofSacramento.org

CONSENT  
March 28, 2006

Honorable Mayor and  
Members of the City Council

**Subject:** Agreement: Consultant Services Agreement with Grace Mattox of Tiny Tots for Leisure Enrichment Services

**Location/Council District:** McKinley Park, Rose Garden Building, Council District 3

**Recommendation:** Adopt a Resolution suspending competitive bidding and authorizing the City Manager to enter into an agreement with Grace Mattox of Tiny Tots for an amount not to exceed \$272,160 or approximately \$90,270 annually from revenues collected over a three-year period.

**Contact:** Ralph Pettingell, Recreation Manager, (916) 808-6173; Sylvia Fort, Program Manager, (916) 808-8381

**Presenters:** N/A

**Department:** Parks and Recreation

**Division:** Recreation

**Organization No:** 4715

### **Summary:**

This report requests authorization to enter into a new service agreement with Grace Mattox, who currently provides Tiny Tot programming at the McKinley Park site. This fee-for-service program provides the community with recreation for children ages three to five, for three days per week, three hours per day or, two days per week, three hours per day from September through May. Suspension of the competitive bidding process is recommended due to the service provider's positive service record and strong relationship with the community and with families served in the East Sacramento area.

**Committee/Commission Action:** None with this item.



**Background Information:**

For over 20 years, the City of Sacramento has offered a fee-for-service Tiny Tot program through the Recreation Division's Leisure Enrichment program. Leisure Enrichment leverages general fund programming by offering fee-for-service and is defined as a level of enhanced services that requires cost recovery. This is due to the following factors: services require specialized instruction, materials or equipment, and/or high participant/leadership ratios. Users of the service can be reasonably expected to support the direct costs of this non-general funded program.

Tiny Tots is one of these specialty programs. Grace Mattox's Tiny Tots program is offered in the Rose Garden Building in McKinley Park for three days per week, three hours per day or two days per week, three hours per day to children ages three to five. A typical day includes activities such as indoor and outdoor games, arts, crafts, music and story telling. Suspension of the competitive bidding process is recommended in this situation as Ms. Mattox has provided competent services with a positive track record and has a strong, established relationship with families and children served in the East Sacramento area.

The agreement is available for review in the City Clerk's Office.

**Financial Considerations:**

No funding is requested with this item. Tiny Tots is a fee-for-service program. The Department of Parks and Recreation houses, promotes, registers participants, collects the fee revenue and pays the contractor. As contained in the agreement, the City will retain 30% of revenues collected, which is \$116,640 over a three-year period, to offset administrative and operational costs. Revenues are deposited into the Special Recreation Fund (Fund 571) to offset expenses incurred by the City to support the program. The gross revenue collected by the City over the three-year term of the agreement is projected to be \$388,800.

**Environmental Considerations:**

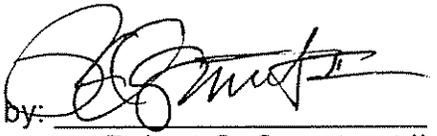
There are no environmental considerations with this report.

**Policy Considerations:**

This report is consistent with Recreation Services Policy in the Council adopted *Parks and Recreation Master Plan 2005 – 2010*. This report is also consistent with City Council's strategic plan to achieve sustainability and livability.

**Emerging Small Business Development (ESBD):**

The provider for this contract, Grace Mattox, has chosen not to be certified by the City's Emerging Small Business Development Office. However, the department as a whole has reached the twenty percent goal adopted by City Council and will continue to encourage vendors to participate in the program.

Respectfully Submitted by:   
Robert G. Overstreet II  
Director of Parks and Recreation Director

Recommendation Approved:

  
Ray Kerridge  
City Manager

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## **RESOLUTION NO.**

Adopted by the Sacramento City Council

March 28, 2006

### **SUSPENDING COMPETITIVE BIDDING AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND ENTER INTO A CONSULTANT SERVICES AGREEMENT WITH GRACE MATTOX OF TINY TOTS FOR LEISURE ENRICHMENT SERVICES**

#### **BACKGROUND**

- A. The City of Sacramento's Department of Parks and Recreation offers a fee-for-service Tiny Tot program offered through the Recreation Division's Leisure Enrichment program. Leisure Enrichment leverages general fund programming by offering fee-for-service, and is defined as a level of enhanced services that requires cost recovery.
- B. Grace Mattox's Tiny Tots program is offered in McKinley Park for three days per week or, two days per week for three hours per day, for children ages three to five.
- C. Suspension of the competitive bidding process is recommended as Ms. Mattox has provided competent services with a positive track record and has a strong, established relationship with families and children served in the East Sacramento area.

#### **BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. The City Manager is authorized to suspend competitive bidding and to enter into an agreement with Grace Mattox of Tiny Tots for an amount not to exceed \$272,160 or approximately \$90,270 annually from revenues collected over a three-year period.

